

**AETC CONTINGENCY OPERATIONS**

AETCI 10-202, 14 April 1995, is supplemented as follows. This supplement also applies to tenant units. It does not apply to any geographically separated unit. A (★) indicates revisions from the previous edition.

12.1. 82d Training Wing Battle Staff (BS) composition: Note: An (*) indicates Crisis Action Team Composition

- ★Each of the following units will appoint, by letter to the Command Post, Sheppard Training Wing (82 TRW/CP), personnel as members of the BS:
 - 82d Support Group.*
 - 82d Civil Engineer Squadron.
 - Disaster Preparedness (including CEXD).
 - 82d Security Police Squadron.
 - 82d, 782d, 882d, and 982d Training Groups.
 - 80th Flying Training Wing.*
 - 82d Medical Group.*
 - Office of Public Affairs.*
 - 82d Communications Squadron.
 - 82d Logistics Group.*
- The following activities do not have designated BS positions, but will designate representatives who are required to attend initial situation briefings and be on **telephone standby** to provide support thereafter, when called:
 - Staff Judge Advocate.
 - OSS/ASFW (Weather).
 - Air Force Office of Special Investigations, Detachment 411.
 - Wing Chaplain.

12.1.2. The 82 TRW Command Post controller will activate the appropriate recall system. Upon notification, individual units will initiate their recall systems and activate their control centers. The notification (recall) message should be clear and in plain language to include the H-hour (the local time a recall is directed) and whether the recall is unit-wide or Wing-wide. A sample notification for each type of recall is listed below:

(1) **BASE-WIDE RECALL:** "THIS IS THE COMMAND POST. A BASE-WIDE RECALL HAS BEEN INITIATED AT ____ HRS. ALL MILITARY AND CIVILIAN PERSONNEL ARE RECALLED. NOTIFY PERSONNEL IN YOUR CHAIN AND REPORT FOR DUTY. ALL BATTLE STAFF MEMBERS REPORT TO THE COMMAND POST."

(2) **MILITARY RECALL:** "THIS IS THE COMMAND POST. A MILITARY RECALL HAS BEEN INITIATED AT ____ HRS. NOTIFY PERSONNEL IN YOUR CHAIN AND REPORT FOR DUTY. BATTLE STAFF REPRESENTATIVES REPORT TO THE COMMAND POST."

(3) **BATTLE STAFF RECALL:** "THIS IS THE COMMAND POST. A BATTLE STAFF RECALL HAS BEEN INITIATED AT ____ HRS. BATTLE STAFF MEMBERS REPORT TO THE COMMAND POST."

(4) **CRISIS ACTION TEAM RECALL:** "THIS IS THE COMMAND POST. A RECALL OF THE CRISIS ACTION TEAM (CAT) HAS BEEN INITIATED AT ____ HRS. CAT MEMBERS REPORT TO THE COMMAND POST."

(5) **FOLLOW-ON-ELEMENT RECALL:** "THIS IS THE COMMAND POST. A FOLLOW-ON-FORCE RECALL HAS BEEN INITIATED AT ____ HRS. FOLLOW-ON-ELEMENT REPORT TO DESIGNATED ASSEMBLY AREA."

(6) **TEST OF PYRAMID ALERTING SYSTEM:** "THIS IS A TEST ONLY OF THE PYRAMID ALERTING SYSTEM. THIS IS ONLY A TEST." (UNITS WILL DEVELOP AND TRAIN THEIR PERSONNEL ACCORDINGLY.)

NOTE: Personnel will report without delay in battle dress uniform (BDU) or flight suits for flight personnel. Those individuals on duty in uniform other than BDUs will continue to wear the duty uniform until the next shift change.

★NOTE: Key civilian personnel will also be recalled at unit commander discretion but their presence or absence will not be calculated into the H+1, 2, or 3 strength reports.

12.1.4. (Added) Crisis Action Team (CAT). When not necessary to recall the full BS, the Wing Commander may elect to recall only the CAT team. At SAFB, the CAT is composed of: 82 TRW/CC, 82 TRW/CV, 82 SPTG/CC, 80 FTW/CC, 82 LG/CC, 82 MDG/CC, 82 TRW/PA, Mission Director, Mission Coordinator and Admin Support staff.

12.1.8. Recalls will be initiated by controllers as shown on Attachment 1, Duty Hours Notification Chart, and on Attachment 2, Non-duty Hours Notification Chart.

12.1.8.1. Based on local mission requirements, units will:
1) develop a "communications out" recall procedure; and
2) identify key personnel (military and civilian), necessary to support the Battle Staff during contingency operations.

12.1.10. The Wing Commander or a designated representative will determine if the reported strength data

is adequate to meet the objective of partial recall of personnel. For a recall of all personnel, the following general objectives apply:

- Thirty-five percent of available personnel within 1 hour.
- Sixty-five percent of available personnel within 2 hours.
- Eighty-five percent of available personnel within 3 hours.

12.2. Individual units are responsible for establishing and updating their recall rosters and for developing internal procedures for obtaining or reporting strength data, as well as establishing the criteria used to excuse unit personnel from an exercise recall. * Unit procedures and excusal criteria for exercises must be approved by the responsible Wing or Group commander and Exercise Evaluation Team Chief before they are instituted. Both permanent party and students will be recalled.

★Each unit recall roster must contain a list of the recall options illustrated in paragraph 12.1.2. of this document.

- Number of military personnel assigned.
- Number of military personnel reported for duty.
- Number of military personnel excused from recall.
- Number of military personnel unavailable due to leave, TDY, hospitalization, etc.

12.2.1. (Added) The PRU will consolidate the figures and obtain the percentage of military strength at each recall hour. The following procedures will be utilized to upchannel recall strength reports at hours of H+1, H+2, and H+3.

12.2.1.1. (Added) Units will notify their respective Group UCC NLT recall Hour plus 5 minutes.

12.2.1.2. (Added) Group UCCs will consolidate unit strength reports and relay on to the PRU NLT recall Hour plus 10 minutes.

12.2.1.3. (Added) The PRU will consolidate the group reports and will forward to the Comand Post (for relay to

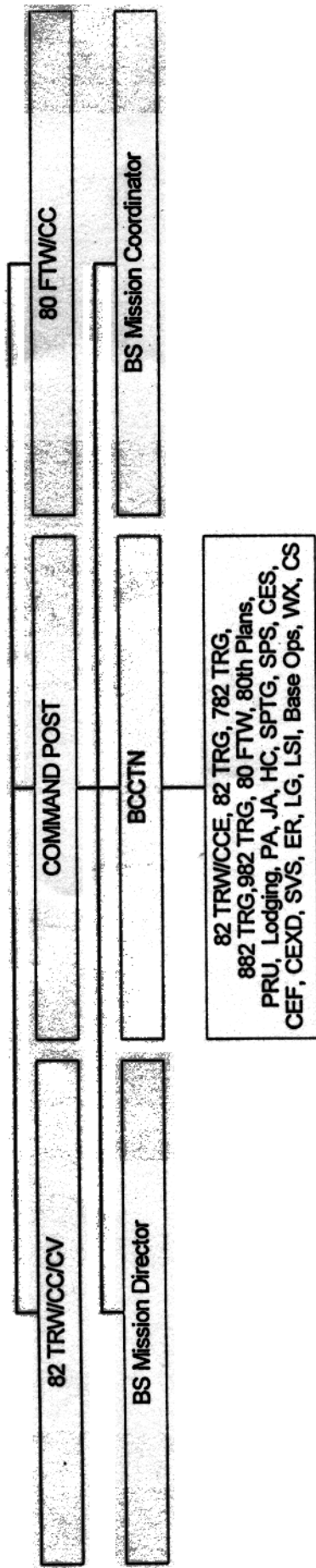
the Wing Commander) the total wing strength NLT recall Hour plus 25 minutes.

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Vice Commander

Attachments:

- 1. Duty Hours Notification Chart**
- 2. Non-Duty Hours Notification Chart**

Duty Hours Notification Chart

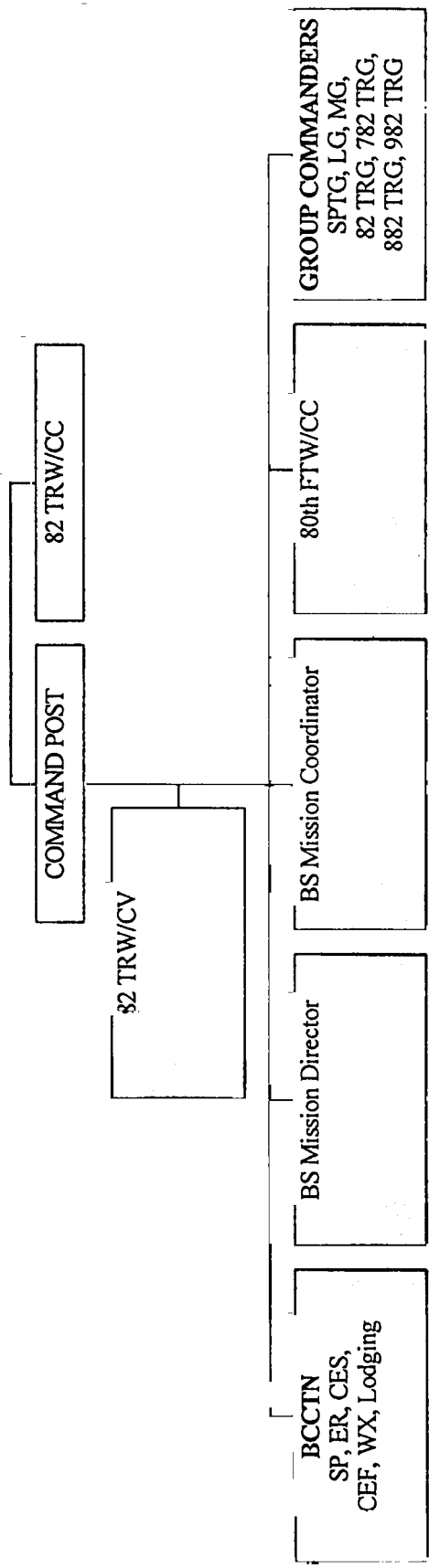


In Turn These Units Will Relay Messages to Activities as listed Below

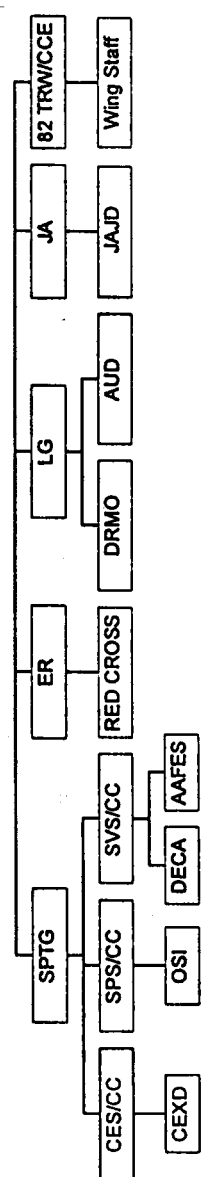


This is a general guide. Units should develop specific notification/recall rosters to include Comm Out procedures. If the Command Post announces a BS or CAT recall, units must notify their primary representative, as necessary, activate Group and Squadron UCCs, and notify other units as tasked.

Nonduty Hours Notification Chart



In Turn These Units Will Relay Messages to Activities as listed Below



This is a general guide. Units should develop specific notification/recall rosters to include Comm Out procedures. If the Command Post announces a Battle Staff or CAT recall, units must notify their primary representative, as necessary, and activate Group and Squadron UCCs and notify other units as tasked